



MONTGOMERY COUNTY

Charles W. Gilchrist

Center for Cultural Diversity

Position: Recreation Assistant VI

Days and Time: Approximate schedule will be up to 20 hours a week; Wheaton Location: 5 PM- 9 PM on week nights, and/or 9 AM – 3 PM on Saturdays; Upcounty Location: 9 AM – 9 PM, Monday thru Friday

Salary: \$10.19 - \$13.16/hour

Location(s): Charles W. Gilchrist Center for Cultural Diversity
11319 Elkin Street
Wheaton, Maryland 20902

Upcounty Satellite Office of the Charles W. Gilchrist Center for Cultural Diversity
12900 Middlebrook Road
Germantown, MD 20874

Opportunity Description: The Gilchrist Center provides an opportunity for all residents of Montgomery County to gain a better understanding and deeper appreciation for the variety of cultures that make up our community. The Center provides a variety of programs, including programs supporting newcomers, cultural/educational, and small business development programs. The incumbent in this position will assist Center clients by providing information and referral service support and performing other program assisting duties as assigned. Duties include:

- Provide direct customer service to Center clients (both walk-in and telephone inquiries) by determining the needs of clients and offering information in the area(s) of customer interest;
- Research using telephone and/or internet to verify and update current information and referral service provider data;
- Assist in developing upcoming programs and activities, including reproduction and distribution of promotional materials.
- Entry of information into various databases.

This position requires direct contact with the public, has limited physical demands, such as setting up tables and chairs for programs, and is deemed moderately stressful.

Skills: The successful candidate will be highly organized, capable of multi-tasking, and possess a professional demeanor. Other skills necessary are as follows:

- Ability to work with people with various cultural/ethnic backgrounds and language skills;
- Excellent customer service skills, demonstrating patience and desire to help others;
- Ability to work effectively under minimal supervision;
- Experienced in the use of Microsoft Office products, including Access and Publisher;

- A bi-lingual ability is desirable.

Minimum Qualification:

Experience: 1200 hours of relevant work as a leader or instructor in one or more specialized recreation activities.

Education: Completion of two years of college.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

- Considerable technical knowledge of the recreation program for which responsible.
- Considerable knowledge of the County's recreation policies, procedures, rules, and organization.
- Considerable knowledge of the characteristics and abilities of the population groups who are served by the Center.
- Considerable knowledge of requirements of program administration.
- Ability to plan, direct, and oversee program activities.
- Ability to supervise others.
- Ability to exercise tact and judgment.
- Ability to develop and maintain effective working relationships with participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

Application Process: Currently, there is not an online application available. All applicants for the positions must complete a Part-Time Temporary Employment Pre-Application Form. Forms are available through the Gilchrist Center. Completed pre-application form and resume, if any, should be sent via mail or fax to:

Kaori Hirakawa, Program Specialist
Charles W. Gilchrist Center for Cultural Diversity
11319 Elkin Street
Wheaton, Maryland 20902
Phone: 240-777-4940
Fax: 240-777-4941

It is the policy and practice of Montgomery County to select new employees and to promote current employees based on qualifications only, without regard to race, religion, color, national origin, sex, marital status, age, sexual orientation, or disability. Individuals with disabilities are encouraged to apply for announced positions. Accommodation is provided in recruitment, testing and placement. For assistance, please call 240-777-5000. Alternative application formats are available upon request.

Applicants will be rated as Well Qualified, Qualified, or Not Qualified, based on the information submitted on the Recreation Temporary Employment Application form. If applicants apply for a position for which they do not qualify, the Department of Recreation will rate them qualified at the next lower level for which they meet the minimum qualifications. Applicants will be contacted by the Department of Recreation only if they are to be given consideration for employment. The file of eligible applicants will remain in effect for six months.